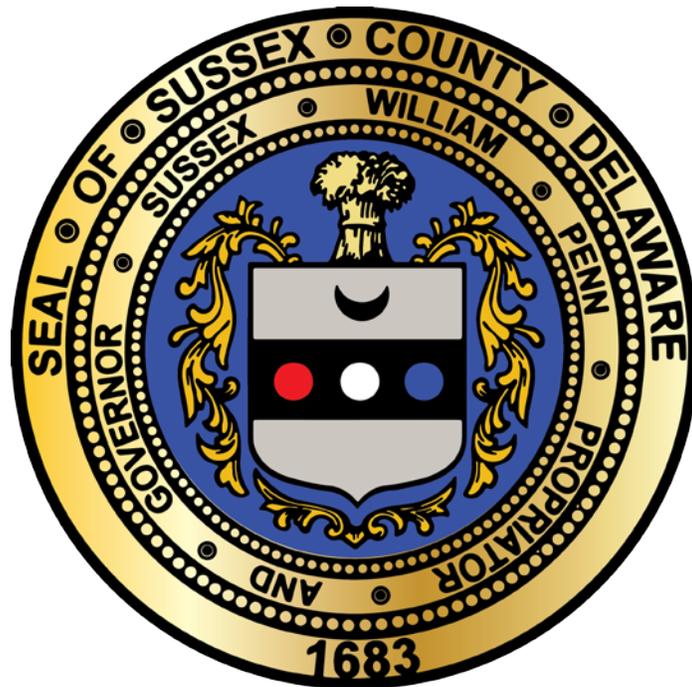


Sussex County, Delaware



REQUEST FOR PROPOSALS

NEW SIGNAGE FOR
DELAWARE COASTAL AIRPORT

July 2015

REQUEST FOR PROPOSALS
SIGNAGE FOR DELAWARE COASTAL AIRPORT

CONTENTS:

- I. Public Advertisement
- II. Instructions for Proposal
- III. General Project Information
- IV. Required Submittals
- V. Insurance Requirements
- VI. Contract and Payment Policies
- VII. Evaluation and Selection Process
- VIII. Appendix 1
- IX. Appendix II

DATE RELEASED: July 22, 2015

REQUEST FOR PROPOSALS

The Sussex County Government is seeking proposals from experienced and qualified Signage Contractors to provide design, fabrication and installation services at the Delaware Coastal Airport and other locations within Sussex County.

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all proposals. In accordance with 29 Del. C. § 6982, the evaluation committee shall determine that all applicants meet the minimum qualifications to perform the services. At any point in the negotiation process, the evaluation committee and the requesting department may, at its discretion, terminate negotiations with any and all firms.

Interested parties must submit five (5) written proposals to the Airport Manager, Attention: Jim Hickin, Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, DE 19947, by 3:00 p.m., August 14, 2015 at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent(s). All other information shall be confidential. The award shall be made in writing to the responsible respondent whose proposal is determined to be the most advantageous to the County.

The request for proposals may be obtained by visiting Sussex County's website www.sussexcountyde.gov/e-service/rfp or by contacting Mr. Jim Hickin, Airport Manager at Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, Delaware, telephone: (302) 855-7774, email: jhickin@sussexcountyde.gov. The proposals may be obtained during regular business hours which are 8:30 a.m. to 4:30 p.m., Monday through Friday. In its sole discretion, Sussex County, Delaware, may extend the time and place for opening of bids from that described in the advertisement by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the RFP and provided notice thereof to Jim Hickin at the email address provided herein.

Any firms having questions concerning the proposal should submit them in writing via e-mail no later than 12:00 p.m., August 12, 2015, to Jim Hickin, Airport Manager, at jhickin@sussexcountyde.gov.

II. Instructions for Proposals

Each written proposal must be submitted in a sealed envelope, addressed to Mr. Jim Hickin, Airport Manager, 21553 Rudder Lane, Georgetown, DE 19947. Each sealed envelope containing a proposal must be plainly marked on the outside as "Airport Signage RFP" and bear the name and address of the respondent. If sent by mail, the sealed envelope should be sent by certified mail and be indicated as received on the certified receipt prior to the Bid Opening. Late bids will not be accepted. Sussex County may extend the time and place for opening of bids from that described in the advertisement, by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the Request for Proposals and provided notice thereof to Jim Hickin at the email address provided herein.

Sussex County reserves the right to reject any and all bid proposals, to waive any informalities in bids received, except with respect to the date, time and place where the documents are submitted, to cancel this RFP in whole or in part, to reissue this RFP and/or to accept or reject items of bids received. In the event this RFP is canceled in whole or in part prior to the opening of proposals, all respondents shall receive a notice of cancellation and all proposals received shall be returned to the respective respondents unopened. Sussex County reserves the right to select one or more Contractors based on the proposals submitted.

FAX proposals will not be accepted.

Interested parties are asked to submit five (5) written proposals, as well as electronic documents to the Sussex County, Attention: Jim Hickin, Airport Manager, Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, DE 19947, by 3:00 p.m., August 14, 2015, at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent. All other information shall be confidential.

Mailing Address: Mr. Jim Hickin, Airport Manager
Sussex County
Delaware Coastal Airport
21553 Rudder Lane
Georgetown, DE 19947

Delivery Address: Mr. Jim Hickin, Airport Manager
Sussex County
Delaware Coastal Airport
21553 Rudder Lane
Georgetown, DE 19947

Telephone Number: (302) 855-7774

III. General Project Information

Sussex County plans to implement a new signage program at the Delaware Coastal Airport to incorporate the new logo that was part of the recent name change from Sussex County Airport to Delaware Coastal Airport.

Types and Quantities Required

A. Interior

1. Door Window Glass Logo	6
2. Neon Bar Sign	1
3. Terminal Office Door Sign	3
4. Terminal Interior Direction Sign (Offices)	1
5. Terminal Interior Direction Sign (Restrooms)	1

B. Exterior

1. Light Pole Banners	9
2. Painted Logo on Aircraft Parking Area	2
3. Painted Logo on Aircraft Ramp	1
4. Painted Logo on Roof of Hangar	1
5. Painted Logo on Taxiway	1
6. Ramp Fence Sign - Welcome	1
7. Terminal Building Entrance Sign	1
8. Revamp of Existing Electronic Sign	1
9. Hangar Address Sign	8
10. Directional Road Sign	1
a. Located at intersection of RT 9 and Airport Road.	
11. Logo Stencil	1

Sussex County reserves the right to delete any sign from the project to meet budget requirements, FAA restrictions, or any other reason.

The signs shall be attractive and exhibit a professional quality of workmanship. The signage should leverage the spatial organization of the facility and utilize architectural design features. Signage should be easy to recognize. The signage should also be consistent, clear, distinctive and easy to read. Signage shall be compliant with 2010 ADA Standards for Accessible Design, as well as all State and Local codes. Contractors should perform a site review to verify locations, confirm appropriate dimensions and identify potential conflicts with architecture or landscape designs.

The workmanship and materials shall be free of defects and not bear the manufacturer's code or other identifying marks on any visible portion of the sign. The Contractor shall ensure that the design of support systems and structures are adequate and compatible for the performance of all work required.

Prior to commencement of work, the selected Contractor shall provide shop drawings for approval of all fabricated items, which, at a minimum, will include dimensions, details of construction, materials, installation instructions, anchorages and accessory items, and location template

drawings. The selected Contractor shall submit proofs of artwork, symbols, complete alphabet numerals, punctuation, materials, and graphics for review and approval prior to start of work.

Contractors may receive graphics that are part of the new logo electronically from Jim Hickin at jhickin@sussexcountyde.gov. Site visits can also be arranged by contacting Mr. Hickin.

IV. Required Submittals

The following items must be submitted with the consultant's package:

1. All Contractors shall submit a minimum of one design for each type of sign as identified above. Contractors shall provide a PDF of each design and three 11" x 17" copies.
2. Submit an overall cost for the new signage package, with a breakdown by the various types of signs requested on the attached bid form.
3. Provide samples of similar projects completed, and include customer name, contact telephone number and address.
4. Identify all services which are expected to be provided by Sussex County.

V. Insurance Requirements

Insurance will be required at limits and coverage stipulated by the County at the time of contract execution. The following limits are required:

- A. Commercial General Liability - \$1,000,000 combined single limit - each occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 combined single limit - general aggregate; \$2,000,000 combined single limit - products/completed operations aggregate.
- B. Business Auto Liability Insurance - combined single limit of \$1,000,000 per accident.
- C. Workers Compensation Insurance - \$100,000 each accident for bodily injury by accident; \$100,000 each employee for bodily injury by disease; and \$500,000 policy limit for bodily injury by disease.
- D. Umbrella Excess Liability or Excess Liability Insurance - \$5,000,000 each occurrence; \$5,000,000 aggregate other than products/completed operations and auto liability; \$5,000,000 products/completed operations aggregate; and including coverage for commercial general liability, business auto liability and employers liability.

VI. Contract and Payment Policies

Payment will be made at the lump sum prices reflected on the bid sheet for items selected from the Contractor. Payment will be made after installation and inspection of the final work items, and within thirty days of an approved invoice.

The lump sum prices shall include all shop and field work necessary to fabricate, install and test the sign(s).

VII. Evaluation and Selection Process

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all proposals. In accordance with 29 Del. C. § 6982(b), the evaluation committee shall determine that all applicants meet the minimum qualifications to perform the services. At any point in the negotiation process, the evaluation committee and the requesting department may, at its discretion, terminate negotiations with any and all firms. The contract shall include a provision stating that the original contract price and any additions thereto, shall be adjusted to exclude significant sums where the requesting department determines the contract price was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit costs. Such adjustments shall be made within one (1) year following the end of the contract.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria (maximum of 100 points).

- **DESIGN, AESTHETICS AND FUNCTIONALITY. 45 points**
- **TOTAL COST – 25 points**
- **DELIVERY DATE –. 15 points**
- **LOCATION –proximity to Sussex County, Delaware 15 points**

Bid Sheet

Item	Description	Units	Qty.	Unit Price	Total Price
A-1	Door Window Glass Decal	ea	6		
A-2	Neon Bar Sign	ea	1		
A-3	Terminal Office Door Sign	ea	3		
A-4	Terminal Interior Direction Sign (Offices)	ea	1		
A-5	Terminal Interior Direction Sign (Restrooms)	ea	1		

B-1	Light Pole Banners	ea	9		
B-2	Painted Logo on Aircraft Parking Area	ea	2		
B-3	Painted Logo on Aircraft Apron	LS	1		
B-4	Painted Logo on Roof of Hangar	LS	1		
B-5	Painted Logo on Taxiway	LS	1		
B-6	Ramp Fence Sign - Welcome	LS	1		
B-7	Terminal Building Entrance Sign	LS	1		
B-8	Revamp of Existing Electronic Sign	LS	1		
B-9	Hangar Address Sign	ea	8		
B-10	Directional Road Sign	LS	1		
B-11	Logo Stencil	LS	1		

Sussex County reserves the right to delete any sign from the project to meet budget requirements, FAA restrictions, or any other reason

Total Bid A-1 through B-10 \$ _____

Total Bid in Text \$ _____

APPENDIX I

Appendix 1

Bidders shall use the following master Delaware Coastal Airport logo to prepare their bid.



Color palette to be used: Please see Appendix II

LOGO 1 shall be defined as the artwork at the top of the master logo.

LOGO 2 shall be defined as LOGO 1 and the words, *Delaware* COASTAL AIRPORT.

LOGO 3 shall be defined as LOGO 2 and the words, GEORGETOWN, DELAWARE.

All logos will be in the proportions shown above. Please see Appendix II

Item Descriptions

A-1 Door Window Glass

This item shall consist of LOGO 2 with a clear background. It shall measure 10 inches wide and be adhesive-backed. The adhesive shall be suitable for exterior use.

A-2 Neon Bar Sign

A neon sign consisting of LOGO 1. The sign should measure 24" X 36".

A-3 Terminal Office Door Sign

This item shall consist of three individual horizontal signs to identify offices of County staff and the Pilot's Lounge and Flight Planning Room. Each sign shall contain LOGO1 on a white background and a different one of the following phrases:

- Airport Manager

- Airport Administration
- Pilot Lounge/Flight Planning

Signs shall be between four and six inches vertically and an appropriate length horizontally. All three signs shall have the same dimensions. Signs shall attach to the wall and protrude into the hallway above the appropriate doorway.

A-4 Terminal Interior Direction Sign (Offices)

This item shall consist of one horizontally read sign, four inches tall. The sign shall consist of LOGO 1 on a white background, the phrase "Airport Offices", and a vertical arrow. The sign shall be capable of being attached to the wall.

A-5 Terminal Interior Direction Sign (Restrooms)

This item shall consist of one horizontally read sign, four inches tall. The sign shall consist of LOGO 1 on a white background, the word "Restrooms", and a vertical arrow. The sign shall be capable of being attached to the wall.

B-1 Light Pole Banner

This item shall consist of LOGO 2 with a white background. Banners shall be two-sided, with logos on each side. Banner shall be provided with all hardware necessary to mount banners on existing airport terminal parking lot light poles. Banners shall be weather resistant. Banners must be 36 inches tall.

B-2 Painted Logo on Aircraft Parking Area

This item shall consist of LOGO 1 on a white background, four feet in width. The logo shall be painted on the existing hot mix pavement as directed by the Airport Manager. Paint shall be exterior grade, capable of withstanding prolonged exposure to direct sunlight, without fading.

B-3 Painted Logo on Aircraft Apron

This item shall consist of LOGO 3 on a white background, eight feet in width. The logo shall be painted on existing hot mix pavement as directed by the Airport Manager. Paint shall be exterior grade, capable of withstanding prolonged exposure to direct sunlight, without fading.

B-4 Painted Logo on Roof of Hangar

This item shall consist of LOGO 2 on a white background. Logo width shall be 40 feet. Logo will be painted on the top of an existing hangar (22226 Aviation Ave) using weather resistant paint, capable of withstanding prolonged exposure to direct sunlight, without fading. Logo will be placed on the airfield side of the roof.

B-5 Painted Logo on Taxiway

This item shall consist of LOGO 2 on a white background. The logo shall be painted on existing hot mix pavement as directed by the Airport Manager. Paint shall be exterior grade, capable of withstanding prolonged exposure to direct sunlight, without fading. Logo shall be 40 feet in height.

B-6 Ramp Fence Sign – Welcome

Bidder shall propose a rigid sign to be affixed to the chain link fence separating the terminal building from the aircraft parking apron. The sign shall read, “Welcome to Delaware Coastal Airport” and contain LOGO 1. The sign shall be easily read from a distance of 100 feet.

B-7 Terminal Building Entrance Sign

Bidder shall propose a rigid, weather resistant sign to be affixed to the end of the driveway canopy or affixed to the terminal building. The sign shall contain LOGO 1 and the words, “Delaware Coastal Airport” on a white background. The sign shall be readable from a distance of 200 feet.

B-8 Revamp of Existing Electronic Sign

This item shall consist of reconfiguring the existing electronic sign at the corner of Airport Road and Rudder Lane to reflect the name of the airport – Delaware Coastal Airport. Bidder shall propose a cost effective reconfiguration of the sign that incorporates as many design elements of LOGO 2 as possible.

B-9 Hangar Address Sign

This item shall consist of a rectangular sign and will contain Logo 1 and the five digit 911 street address number. Signs shall contain reflective numbers at least 10” in height.

B-10 Directional Road Sign

Bidder shall propose a rigid, weather resistant, outdoor sign and foundation featuring Logo 1 to be installed at the corners of Airport Road and East Market Street, in Georgetown, DE. The sign shall contain an LED screen (two sides). The sign shall allow space under the LED sign for small, individual signs (measuring 6” tall X 12” long) for airport tenant logos and the Sussex Academy of the Arts School. The small signs shall be of a type and material that can be easily changed. The sign shall blend with the neighboring community and nearby outdoor signs. The bidder shall propose multiple designs (no more than 3) for comparison. The bidder shall be responsible for all electrical and foundation installation. The County shall be responsible for all necessary permits.

B-11 Logo Stencil

This item shall consist of a stencil of Logo 1 measuring 15' in width. The stencil shall be capable of multiple uses and ease of storage should be considered in its design. The intent of this item is provide a stencil for spray painting the airport logo on a grassy area of the airport during special events.

APPENDIX II

Appendix 2

Bidders shall use the following master Delaware Coastal Airport logo colors to prepare their bid.



Color 1

H: 191	L: 31
S: 71 %	a: -15
B: 36 %	b: -13
R: 26	C: 90 %
G: 79	M: 56 %
B: 91	Y: 49 %
K: 31 %	

1a4f5b

Color 2

H: 36	L: 78
S: 75 %	a: 21
B: 99 %	b: 66
R: 251	C: 0 %
G: 176	M: 35 %
B: 64	Y: 85 %
K: 0 %	

fbb040

Color 3

H: 11	L: 46
S: 80 %	a: 49
B: 74 %	b: 44
R: 189	C: 18 %
G: 66	M: 87 %
B: 38	Y: 100 %
K: 9 %	

bd4226

Color 4

H: 212	L: 58
S: 51 %	a: -5
B: 77 %	b: -33
R: 98	C: 64 %
G: 144	M: 36 %
B: 197	Y: 3 %
K: 0 %	

6290c5

Color 5

H: 196	L: 62
S: 100 %	a: -44
B: 94 %	b: -50
R: 0	C: 100 %
G: 174	M: 0 %
B: 239	Y: 0 %
K: 0 %	

00aef

Bidders shall use the following master Delaware Coastal Airport logo fonts to prepare their bid.

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
123456789 !@#\$%^&*(){}|:”<>?

Adobe Caslon Regular

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
123456789 !@#\$%^&*(){}|:”<>?

Helvetica Neue Light

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMNOP**QRSTUVWXYZ**
123456789 {}|:”<>?

Helvetica Neue Bold